Employee   *Suggestion*

Write your suggestions below. If desired, attach additional information, charts, sketches, etc. In presenting your suggestions, show:

(1) What is the present method?
(2) Disadvantages of present method
(3) The proposed method, and

(4) Advantages and/or estimated savings, and reflect

  a. Why is it necessary?
  b. What is its purpose?
  c. Where should it be done?
  d. Who should do it?
  e. How is the best way to do it?

BRIEF SUMMARY OF SUGGESTION

DETAILED EXPLANATION

(If you need more space, continue on reverse or separate sheet)

The acceptance by me of a cash award for this suggestion shall constitute an agreement that the use of the suggestion by the United States shall not form the basis of a further claim of any nature upon the United States by me, my heirs, or assigns.

It is understood by the employee whose signature appears below that the suggestion submitted on this form may be granted an award only if adopted by the Government, by written notification or through practical application of the idea as result of the suggestion, within two (2) years of the date of final action on the suggestion as defined in DPM chapter 451.

SUBMITTED BY (Signature--Agency--Division--City and State)	POSITION TITLE AND GRADE	DATE SUBMITTED
PLEASE CHECK ONE: ☐ MR. ☐ MRS. ☐ MISS ☐ MS.		SUGGESTION NO.
RECEIVED BY (Name and title of supervisor)	DATE (Approved or referred)	SUGGESTION NO.

THIS SIDE TO BE FILLED IN BY SUPERVISORS AND REVIEWING OFFICIALS

COMMENTS AND RECOMMENDATIONS

ROUTING	ROUTING
1.	4.
2.	5.
3.	6.

SUPERVISORS AND REVIEWING OFFICIALS: Pass this proposal on to your supervisor until it reaches the control level designated in your agency instructions. Indicate below if (a) you have put into effect, (b) you recommend but lack authority to adopt, or you (c) do not recommend and reasons therefore. Also provide best estimate possible of annual dollar savings and intangible benefits. Report results of any tests made of the suggestion. Date and initial comments and recommendations set forth below.

1.

2.

3.

4.

5.

6.